

MCCSS Transfer Payment Recipient Reference Guide

## How to Submit a Budget Form

### This reference guide will cover:

✓ Before you begin:.....	1
✓ Accessing Transfer Payment Ontario using ONE-key .....	1
✓ Accessing MCCSS Funding Opportunities.....	3
✓ Submitting a Budget Form .....	5
✓ Attaching Documents After Submission .....	11
✓ Resubmission .....	12

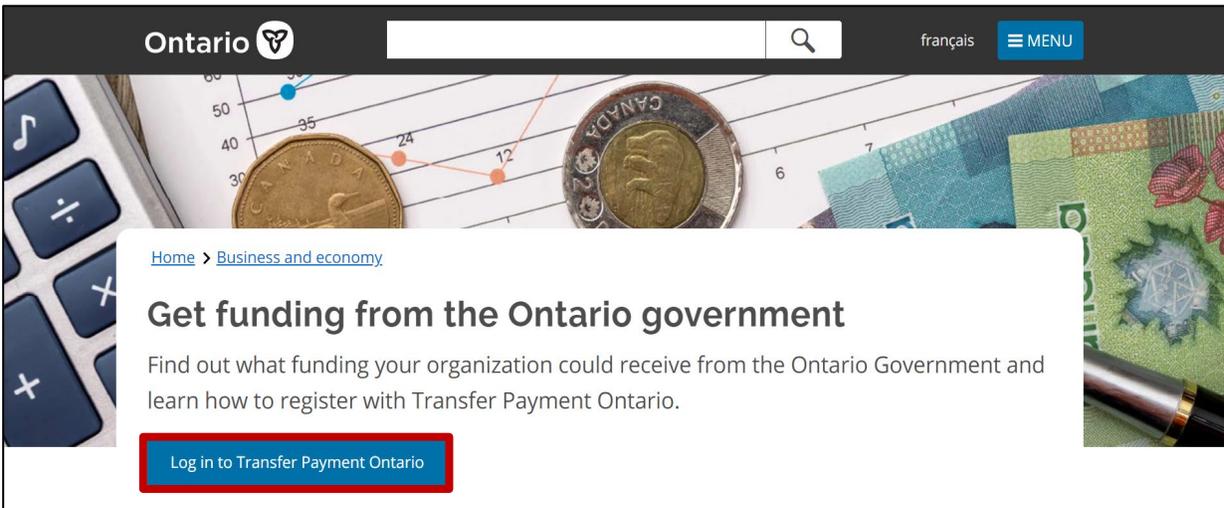
### Before you begin:

1. **Create a ONE-key login.** To create an account, follow the instructions in the guide [Creating a ONE-key account](#).
2. **Register your organization or join a registered organization.** For instructions, access the guides available on the [TPON website](#) for [Registering an organization](#) and [Joining an existing organization](#).

### Accessing Transfer Payment Ontario using ONE-key

Navigate to [www.Ontario.ca/Getfunding](http://www.Ontario.ca/Getfunding) page using a Google Chrome Browser version 7.5 or higher.

From the Transfer Payment Ontario (TPON) Homepage, select the **Log in to Transfer Payment Ontario** button.

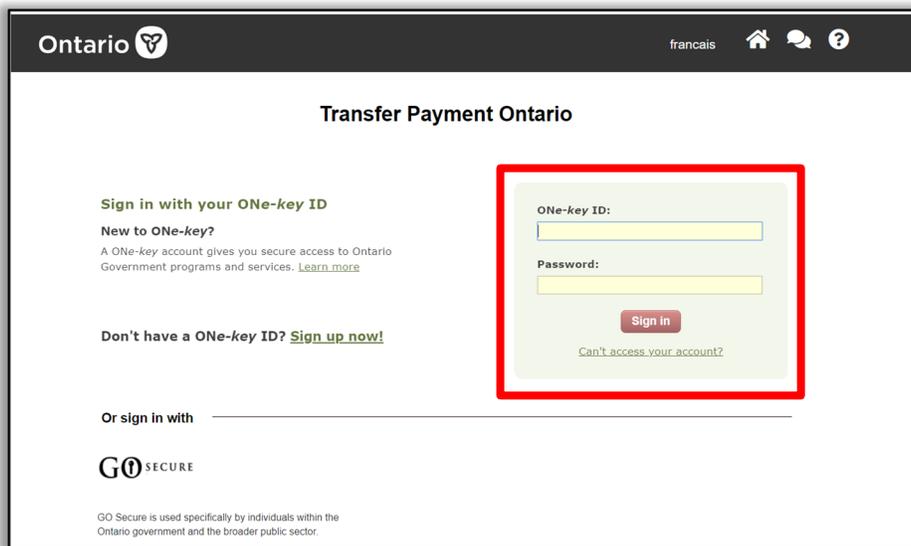


Transfer Payment Ontario Homepage

After selecting the Log In button, the *Transfer Payment Ontario* login page appears. Transfer Payment Ontario can be accessed by using either ONE-key, or, GO Secure.

**Note:** You can sign in with GO Secure only if you already have an existing GO Secure account. Do not create a new GO Secure account.

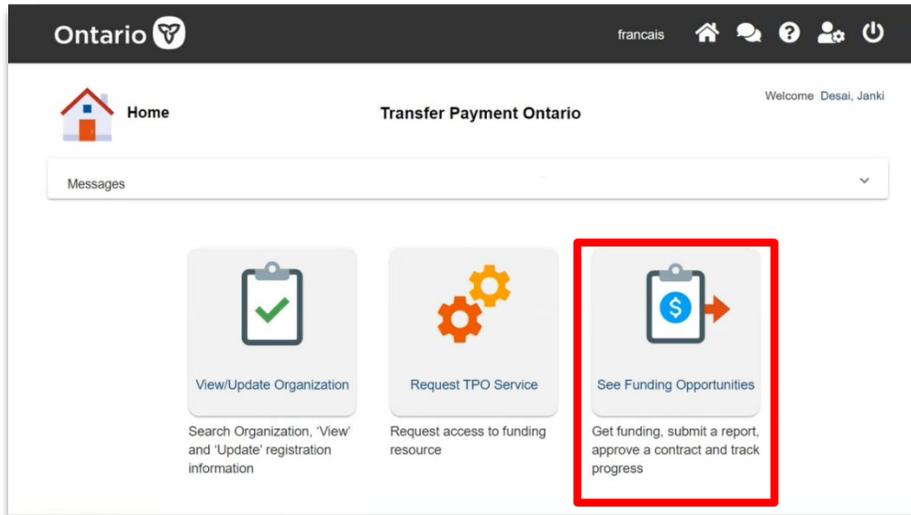
To sign in using ONE-key ID, type in ONE-key ID and Password and select **Sign In**.



One-Key Sign-in Page

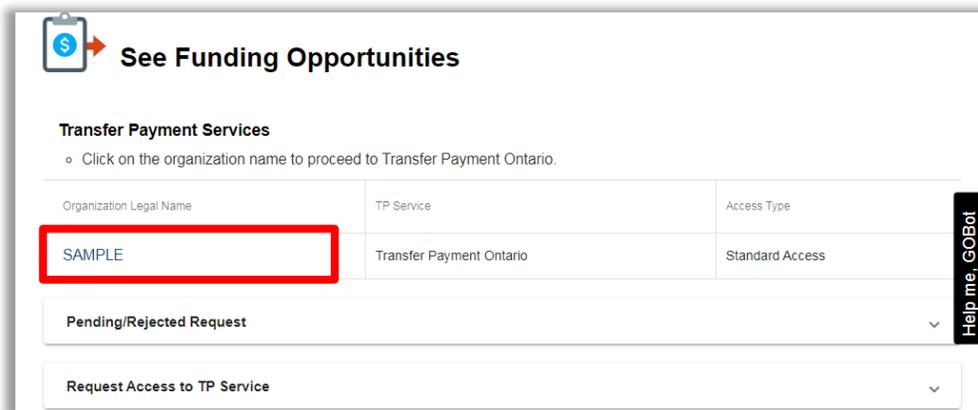
## Accessing MCCSS Funding Opportunities

To view or update your organization’s information, select the **View/Update Organization** menu card. Your organizational details will be populated in sections of the budget form. To access the available MCCSS Program funding opportunities, select the **See Funding Opportunities** menu card.



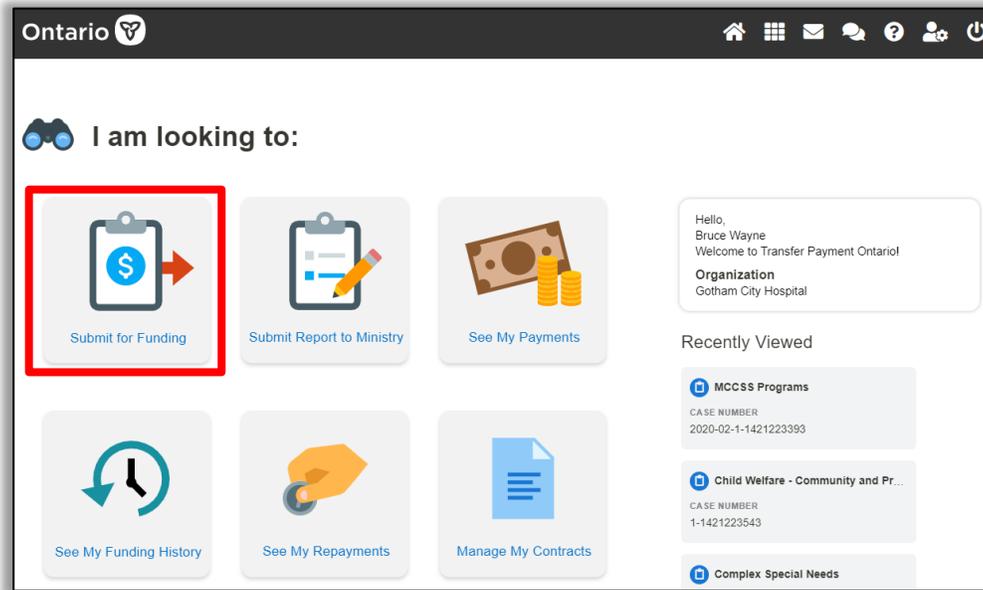
*Transfer Payment Ontario Home Page*

If your account is associated to more than one organization, the *See Funding Opportunities* page will display a list of organizations associated with your user profile. Select the organization name using the hyperlink for the **Organization Legal Name**.



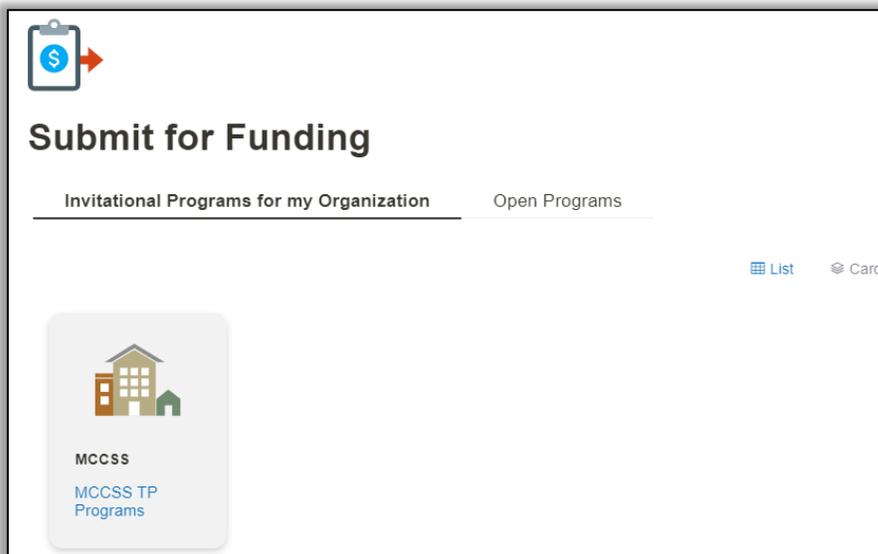
*See Funding Opportunities Page*

The system will redirect you to the *I am looking to* page. Select the **Submit for Funding** menu card.



*I am looking to Page*

From the *Submit for Funding* page, the MCCSS Funding Opportunities are listed under the **Invitational Programs for my Organization**. To initiate the submission process, select the appropriate MCCSS Program card.

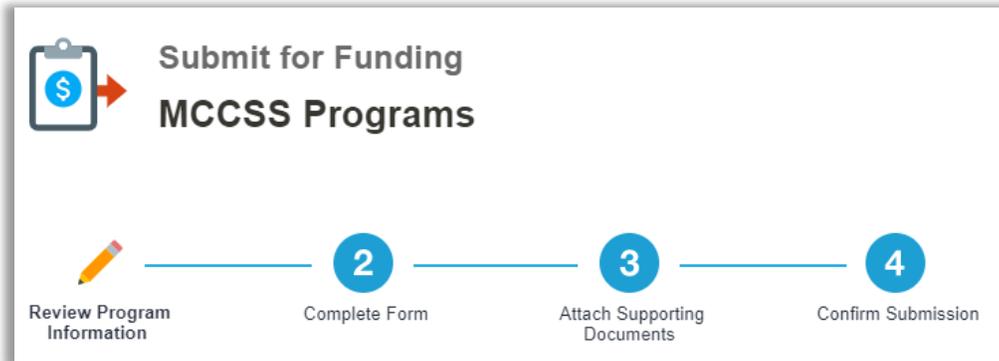


*Submit for Funding Page*

**Note:** Select the **List** icon to view programs in a list format. From the list view, select **New** to proceed to the submission process.

## Submitting a Budget Form

There are 4 steps to the Budget Form Submission Process:



*Submit for Funding Page*

### Step 1: Review Program Information

In Step 1, Ministry documentation to be reviewed by all Transfer Payment Recipients prior to submitting for funding is listed. A list of supporting attachments is also available for review.

Select the hyperlinked **Document Name** to download program documentation. After completing your review select the **Step 2** icon or select **Next** at the bottom of the page.

#### Step 1 - Review Program Information

**Download Program Documentation**

Below you will find a list of documentation related to this program. You are strongly encouraged to review all of this information prior to beginning your submission. Click on the name of the document to download the file to your computer.

Document Name	Comments
<a href="#">MSESSC - Lignes Directrices 2020-21</a>	
<a href="#">MCCSS Program Guidelines - Jan 2020</a>	

[First](#)   [Previous](#)   [Next](#)   [Last](#)

**Note:** Verify that your browser's pop-up blocker is disabled before downloading the files.

*Step 1- Review Program Information View*

## Step 2: Complete Form – Part A – Download

In *Step 2*, review the program components and region for which your organization is eligible to submit for funding and the notional allocation for each component.

If the information is incorrect, contact your Ministry Representative, if you are unsure who your ministry representative is, please e-mail [mccss.tpmod@ontario.ca](mailto:mccss.tpmod@ontario.ca)

Component	Region / Branch	2020-21 Notional Allocation
Complex Special Needs	Central Region	1,100.00
Child Welfare - Community and Prevention Supports	Central Region	1,000.00
		\$2,100.00

*Step 2- Complete Form: Components Section*

To download the budget form, select the **Download Form** button and select **Download** from the File Download pop-up window.

**Download the Form to Get Started**

Get started on the submission form by clicking the **Download Form** button. Once you download the form, save it to your computer and fill it out electronically using a compatible PDF file reader. We advise using [Adobe Acrobat Reader DC](#). Remember to upload the completed form below before continuing on to Step 3 in the submission process.

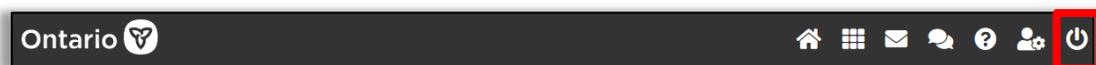
[Download Form](#) 

*Step 2- Complete Form: Download Form*

**Note:** You will not be able to submit/complete the form with Chrome's default pdf reader. You must use a compatible PDF file reader – recommended version Adobe Acrobat Reader DC.

To open the downloaded pdf form, select the file from within your computer's downloads folder. Right click on the PDF file and select **Open with**. From the newly opened menu bar, select **Adobe Reader**.

While you are working on the form offline, logout of your TPON session. If a session has been idle for more than 15 minutes, the system will log you out automatically.



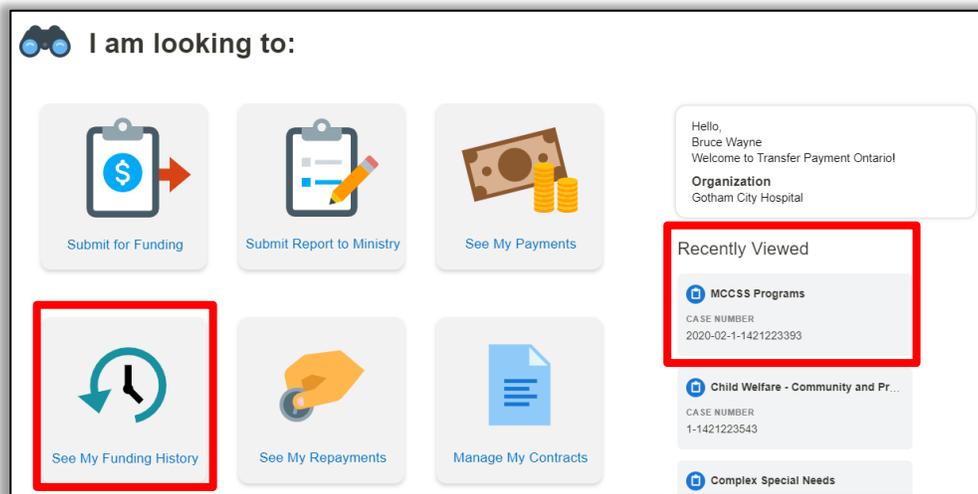
*TPON Top Menu Bar*

## Step 2: Complete Form – Part B – Upload

To upload the completed and validated budget form, return to the TPO system from the [www.Ontario.ca/getfunding](http://www.Ontario.ca/getfunding) webpage and log back in with your ONE-key ID.

Select the **See Funding Opportunities** menu card.

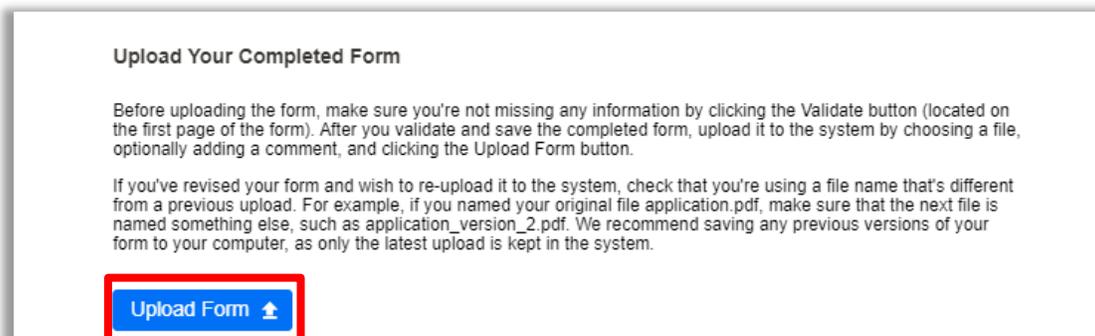
From the **I am looking to:** page, select the case number for your submission (found in the top right corner of your budget form) from the **Recently Viewed** list. If the case number is not displayed, select the **See My Funding History** menu card to locate your draft case.



*I am looking to Page*

You will be taken back to the **Submit for Funding** page. Click **Next** to return to **Step 2: Complete Form**.

Scroll down to select the **Upload Form** button.



*Step 2- Complete Form: Upload Form*

A window appears for the upload. Select the icon in the *File Name* field a pop-up window will appear. Select **Choose File** to browse your local computer files and select the completed Budget Case Form.

**Ontario**

Upload Your Completed Form

Before uploading the form, make sure you're not missing any information by clicking the Validate button (located on the first page of the form). After you validate and save the completed form, upload it to the system by choosing a file, optionally adding a comment, and clicking the Upload Form button.

If you've revised your form and wish to re-upload it to the system, check that you're using a file name that's different from a previous upload. For example, if you named your original file application.pdf, make sure that the next file is named something else, such as application\_version\_2.pdf. We recommend saving any previous versions of your form to your computer, as only the latest upload is kept in the system.

File Name:  

Comments:

**Upload** [Cancel](#)

Step 2- Complete Form: Upload Form

**Note:** The system will not accept a scanned file or an incomplete/unvalidated form.

The selected file name will populate the File Name field. Select **Upload**.

File Name:  

Comments:

**Upload** [Cancel](#)

**Problems uploading?**

- Check that you're using [Adobe Acrobat Reader DC](#) or above to fill out the form. Note that Adobe Pro is not compatible with the Transfer Payment Ontario system.
- If multiple people have edited the PDF form, they must all have used a PDF file reader that is compatible with our system. We advise using [Adobe Acrobat Reader DC](#).
- Check that you're not missing any required information in the form by clicking the Validate button (located on the first page of the form).
- Note that the system will not accept scanned forms. You must complete the form electronically using a compatible PDF file reader.
- Check that the case number in the form matches the following draft submission case number: 2020-01-1-1392328228. The upload won't work unless the case number in the form and draft are the same.

Back **Next**

Step 2- Complete Form: Upload Form

If the upload is successful, the system will automatically direct you to *Step 3 – Attach Supporting Documents*.

## Step 3: Attach Supporting Documents

In Step 3, review supporting documents required by the Ministry.

**Step 3 - Attach Supporting Documents**

**Review Supporting Attachments**

Review this list to make sure that you've gathered the proper supporting attachments to upload. Note that each attachment is identified as either mandatory or optional. For more information about the supporting attachments, please refer to the program documentation that you downloaded in Step 1.

Attachment Type	Required
Previous Year Financial Statement	Mandatory

First Previous Next Last

**Upload Supporting Attachments**

Below is a list of all attachments that have been uploaded to support your submission, including the form completed in Step 2. You can upload additional documents by clicking the New button (+ New). After choosing a file to upload, you'll need to identify the file's Attachment Type by clicking on the search icon box (🔍), located in the Attachment Type cell in the table below.

**Note:** Supporting documents may be listed as optional or mandatory. These requirements are determined by the Ministry. For any questions, contact your Ministry Representative.

### Step 3- Attach Supporting Documents

To add a supporting document, select **+New** to browse your local computer files and select the supporting document. The selected file name will populate the File Name field.

**Upload Supporting Attachments**

Below is a list of all attachments that have been uploaded to support your submission, including the form completed in Step 2. You can upload additional documents by clicking the **New** button (+ New). After choosing a file to upload, you'll need to identify the file's **Attachment Type** by clicking on the search icon box (🔍), located in the **Attachment Type** cell in the table below.

File Name	Attachment Type	Size (In Bytes)	File
Supporting Doc	<input type="text" value=""/>	68	txt
GOS_Application_Form_Complete	Other	2,495,593	pdf

First Previous Next Last

Step 3- Attachment Types window

To classify the supporting document, select the icon in the **Attachment Type** field. A pop-window listing the Ministry-defined attachment types will appear. Select the appropriate attachment type and select **OK**.

Attachment Type	Applicable To
Confirmation of Revenues and Expen...	Report Back
Financial Statements	Report Back
Other	Report Back
Previous Year Financial Statement	Application
Reports and Publications	Report Back
Summary of Invoices	Report Back

Step 3- Upload Supporting Attachments

**Note:** Other attachments can be added at any time after submission.

Select the **Next** button at the bottom of the page to proceed to *Step 4: Confirm Submission*.

## Step 4: Confirm Submission

This step is mandatory to complete the submission process.

In Step 4, select the **Complete Submission** button to confirm your submission. The system verifies the submission by ensuring a fully completed budget form and all mandatory documents have been attached.

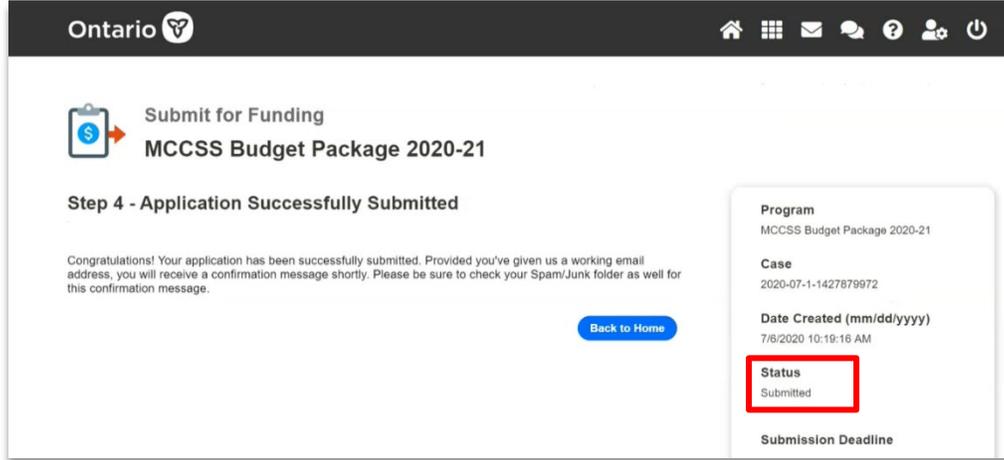
**Step 4 - Confirm Submission**

This is the final step in the submission process. Once you've clicked the Complete Submission button, you won't be able to make any further changes to the form uploaded in [Step 2](#) without contacting the Transfer Payment Ontario Client Care team for assistance. If necessary, you can still upload additional supporting documents after submitting.

**Complete Submission**

Step 4- Confirm Submission

If all requirements have been met, the system will display a confirmation page indicating the application has been successfully submitted to the Ministry. The status of your case is updated **Submitted**.



*Step 4- Confirm Submission*

**Note:** No changes can be made to a completed submission. Contact your Ministry Representative if changes are required.

## Attaching Documents After Submission

You can track your submission, attach files/documents, and submit requests for assistance at any time by navigating to the ***I am looking to*** page and selecting the **See My Funding History** menu card.

Select the **Case #** of your submitted case.

New	Case #	Program	Status	Resubmission Required	Open
★	2020-07-1-1427879757	MCCSS Budget Package 2020-21	Submitted	★	7/6/2020
	2020-07-1-1427879541	MCCSS Budget Package 2020-21	Submitted		7/6/2020
★	2020-07-1-1427879326	MCCSS Budget Package 2020-21	Submitted		7/6/2020
	2020-07-1-1427879111	MCCSS Budget Package 2020-21	Submitted		7/6/2020
★	2020-07-1-1427878885	MCCSS Budget Package 2020-21	Submitted		7/6/2020

*See My Funding History – My Organization's Cases*

To add additional documents, select the **+New** button and attach a file from your local drive.

### Track Your Submission

**Received**  
Your submission has been received by the ministry.

**Review**  
Your submission is being processed by the ministry.

**Approval**  
Funding decisions are being finalized by the ministry.

**Contract**  
Funding terms are being formalized in an agreement.

**Monitor**  
Activity is monitored to determine funding terms are being met.

**Closed**  
Any final reports and repayments have been submitted.

Inquiries about the progress of your submission may be directed to the program contact.

#### Program Documentation

Document Name	Comments
MSESSC - Lignes Directrices 2020...	
MCCSS Program Guidelines - Jan ...	

First Previous Next Last

#### Attachments

+ New
Query

File Name	File Format	Size	Date and Time
2020-07-1-1427879541 Application_1594112192573	pdf	521,843	7/7/2020 04:56:33

First Previous Next Last

**Case**  
2020-07-1-1427879541

**Program**  
MCCSS Budget Package 2020-21

**Date Created (mm/dd/yyyy)**  
7/6/2020 09:44:40 AM

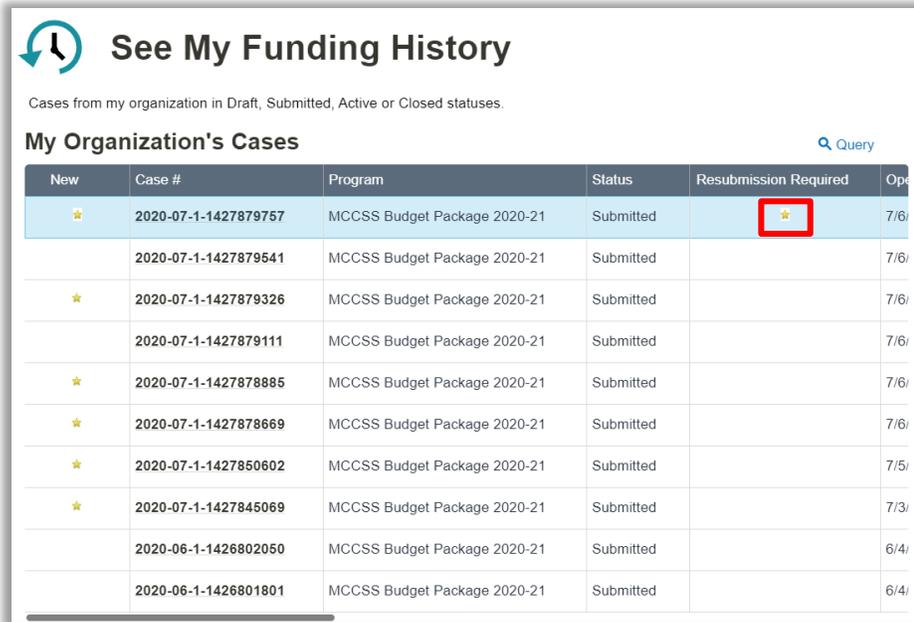
**Date Closed (mm/dd/yyyy)**

*See My Funding History – Track Your Submission*

## Resubmission

If the Ministry Representative processing the submission determines that the budget form requires revision, the case will be returned to the TPR. An organization contact will be notified by email if resubmission is required.

Cases which require resubmission will be flagged under the **Resubmission Required** column on the **See My Funding History** page.



**See My Funding History**

Cases from my organization in Draft, Submitted, Active or Closed statuses.

**My Organization's Cases** Query

New	Case #	Program	Status	Resubmission Required	Open
★	2020-07-1-1427879757	MCCSS Budget Package 2020-21	Submitted	★	7/6/
	2020-07-1-1427879541	MCCSS Budget Package 2020-21	Submitted		7/6/
★	2020-07-1-1427879326	MCCSS Budget Package 2020-21	Submitted		7/6/
	2020-07-1-1427879111	MCCSS Budget Package 2020-21	Submitted		7/6/
★	2020-07-1-1427878885	MCCSS Budget Package 2020-21	Submitted		7/6/
★	2020-07-1-1427878669	MCCSS Budget Package 2020-21	Submitted		7/6/
★	2020-07-1-1427850602	MCCSS Budget Package 2020-21	Submitted		7/5/
★	2020-07-1-1427845069	MCCSS Budget Package 2020-21	Submitted		7/3/
	2020-06-1-1426802050	MCCSS Budget Package 2020-21	Submitted		6/4/
	2020-06-1-1426801801	MCCSS Budget Package 2020-21	Submitted		6/4/

*See My Funding History – My Organization's Cases*

Select the **Case #** of the case you want to resubmit, and you will be taken back to the 4-step **Submit for Funding** page. Follow the steps of the submission process.